

Job Title:	Planning & Development Manager
Job Description Number:	2101
Department/Division:	Economic Development/Planning & Development
Exemption Status:	Exempt
Pay Grade:	113
Immediate Supervisor:	Director of ED/CD/Deputy City Manager
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Advise City Council, the public and Boards and Commissions on planning and development issues. Manage the Planning and Development division, evaluate potential development and determine if it meets City policies and objectives. Spearhead the City's long range planning process and its implementation. Negotiate with developers to ensure that new construction meets city development objectives. Identify obstacles to appropriate development and develop ways to overcome them. Articulate city policies to the public. Advise and supervise staff in evaluating development applications. Direct consultants, who carry out planning projects, attend city council and development review board meetings. Oversee grants, coordinate with other planning agencies, and enforce land management ordinances.

Essential Functions:

Evaluate Potential Development (20%): Provide guidance and suggestions for achieving City development objectives. Make suggestions to influence development process to achieve appropriate development. Advise division staff regarding recommendations to ensure compliance with city policy. Coordinate with other departments regarding potential developments.

Interpret City Development Regulations and Policies (20%): Interpret city codes, regulations, plans, policies, and functions for staff, elected officials, boards, and commissions and the public. Supervise zoning enforcement efforts. Approve violation and summons notices. Testify at court hearings. Meet with violators and negotiate appropriate ways to come into compliance.

Administer Department (15%): Plan, organize, direct, and evaluate performance of employees. Develop division long term goals. Manage division budget. Review division progress in meeting goals and objectives. Interpret city personnel regulations. Review staff work to ensure staff conclusions are consistent with city policy.

Advise City Council regarding Development and Planning Issues (15%): Communicate with City Council regarding actions of development boards. Work with Council to find solutions to development issues-head up task forces and develop recommendations. Advise Council on development, environmental, urban design, and infrastructure planning issues. Provide recommendations to Council regarding appropriate planning methodologies.

Advise Boards and Commissions (15%): Ensure timely preparation and completion of complete and accurate staff work for presentation to boards and commissions. Evaluate department procedure regarding recommendations and implement changes to ensure efficiency and completeness. Develop training programs that improve the functioning of boards.

Manage long range Planning Efforts (15%): Supervise and advise staff on appropriate comp plan amendments. Evaluate long range planning goals and develop implementation strategies. Advise staff on appropriate implementation mechanisms to ensure comp plan conformance. Supervise staff and consultants preparing long range neighborhood and area plans.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Physical Demands: Continuously requires fine dexterity, walking, carrying, sitting, vision, hearing, and talking. Frequently requires standing. Occasionally requires reaching, handling, foot controls, bending, and twisting. Rarely requires kneeling, pushing/pulling, climbing, and crouching.

Machines, Tools, Equipment, and Work Aids: Telephone, fax, calculator, vehicle, and copier.

Computer Equipment and Software: Computer, printer, digital camera, and software.

Working Conditions

Overall Working Conditions: Good: Relatively free from unpleasant environmental conditions or hazards.

Environmental Factors: Seasonal exposure to extreme temperature.

Health and Safety: Occasional exposure to physical danger or abuse and angry citizen abuse. Rare exposure to mechanical hazards and communicable diseases.

Primary Work Location: Office Environment.

Protective Equipment Required: None.

Non-Physical Demands

Frequently requires time pressures, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires noisy/distracting environment. Rarely requires emergency situations.

Job Requirements

Formal Education: Master's degree or equivalent in planning or a related field is required.

Experience: Over six years of experience in planning or related field is required.

Driver's License Required: Class D South Carolina license.

Certifications and Other Requirements: None.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Work has a high impact on the organization. External contacts include developers, investors, media, public meetings, Planning Commission, DPC, BZA, Business/Civic Associations, State and Federal Agencies, and Professional Consulting Firms. Internal contacts include most city departments.

Management and Supervision: Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. Semi-complex scope of supervision. This position is responsible for supervising the positions of Development Planner and Zoning Administrator.

Technical Skill: Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

Fiscal Responsibility: Position develops the budget for a division and/or multiple programs and projects. Has responsibility for recommending requests to the Department head. Recommends to department head execution of procurement documents, journal entries, and budget transfers.

Freedom to Act and Impact of Action

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance

reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.